

CHICAGO  
CULTURAL  
CENTER

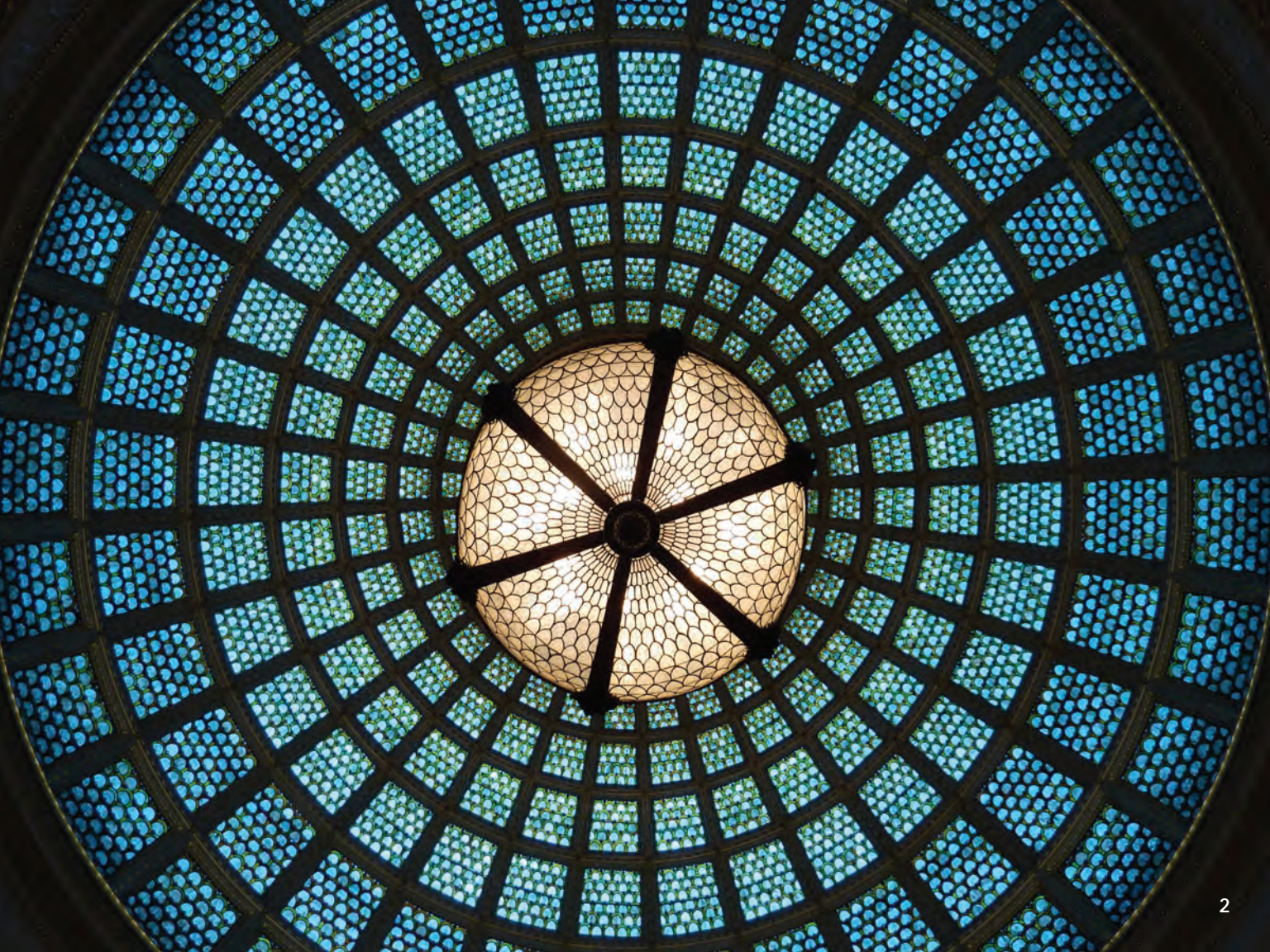
# PRIVATE EVENTS

78 E. Washington Street  
Chicago, IL 60602













# AN ARCHITECTURAL SHOWPLACE

**Host your next event at the historic Chicago Cultural Center.**

The stunning landmark offers a variety of options for large and small gatherings - from galas, banquets and cocktail receptions to corporate events, conferences and meetings. It is home to two magnificent stained-glass domes, one of which is the world's largest Tiffany dome. There are also many unique event spaces including galleries, halls and a theater. The venue's close proximity to hotels, shopping, transportation and convention centers makes it the ideal special events destination. And the grace of this historic building is enhanced by breathtaking views of Millennium Park, located just across the street.

Completed in 1897 as Chicago's first central public library, the Chicago Cultural Center was designed and built by the country's top architects and craftsmen. They used the most sumptuous materials, such as rare imported marble, polished brass, fine hardwoods, mother-of-pearl and colored mosaics to create an architectural showplace.

The Chicago Cultural Center, otherwise known as "The People's Palace," is managed by the Chicago Department of Cultural Affairs and Special Events, and rental fees help to support its free public programming.







# THE SPACES

*Nick Jamison Photography  
Event Design by Event Creative*



# PRESTON BRADLEY HALL

The crown jewel of the Chicago Cultural Center, Preston Bradley Hall houses the spectacular and world's largest Tiffany glass-domed ceiling. The hall features graceful arches inlaid with sparkling mosaics, along with 25 Tiffany glass chandeliers spaced throughout the room. With a stunning view of Millennium Park, Preston Bradley Hall is ideal for all types of private events.

## CAPACITIES

Seated Dinner | 360

Cocktail Reception | 700

Theater-Style Seating | 500







The Netherlands  
and  
The United States  
a partnership that works

Nick Jamison Photography  
Event Design by Event Creative

# GAR HALL & ROTUNDA

Originally dedicated to the Grand Army of the Republic to honor veterans of the Civil War, this palatial hall offers impressive views and features soaring walls that rise to a coffered ceiling. The Rotunda serves as the large foyer to the Hall and includes the building's second glass-domed ceiling, designed by the Healey Millet Glass Company. These rooms can be utilized separately or as one combined space for a memorable event.

## CAPACITIES

Seated Dinner | 250

Cocktail Reception | 550

Theater-Style Seating | 300







*Kent Drake Photography  
Event Design by Birch Design Studio and HMR Designs*

# SIDNEY R. YATES GALLERY

The largest rental space in the Chicago Cultural Center was named in honor of the legendary Congressman from Illinois. This space, which encompasses nearly half a city block, features floor-to-ceiling windows, a coffered ceiling and Renaissance ornamentation.

## CAPACITIES

Seated Dinner | 450

Cocktail Reception | 800

Theater-Style Seating | 550







Fandl Photography  
Event Design by HMR Designs

# MILLENNIUM PARK ROOM

Whether you're looking for a business atmosphere or the ambience of a cozy restaurant, the Millennium Park Room is ideal. Amazing panoramic views of the Park's signature attractions, the Jay Pritzker Pavilion and Cloud Gate, will delight guests throughout an event.

## CAPACITIES

Seated Dinner | 80

Cocktail Reception | 100

Theater-Style Seating | 100







# PRESENTATION SPACES

The Chicago Cultural Center offers smaller spaces that are ideal for meetings, luncheons or conference break-out rooms. There is also a fully equipped 300-seat theater that works well for larger presentations and performances.

## CAPACITIES

1st Floor Garland Room | 60-100

5th Floor Washington Room | 80-100

5th Floor Garland Room | 100-140

Claudia Cassidy Theater | 300







*Photo by Patrick Pyszka,  
City of Chicago*







# PRIVATE EVENT INFORMATION

*Fandl Photography*  
*Event Design by Kehoe Designs and Bliss Weddings & Events*

## CHICAGO CULTURAL CENTER ROOM FEE & CAPACITY SCHEDULE

Room	Corporate Room Rate		Non-Profit Room Rate		Capacity		
	Mon - Thurs	Fri - Sun	Mon - Thurs	Fri - Sun	Seated Dinner	Standing Reception	Theater-Style
Preston Bradley Hall	\$5,000	\$7,000	\$2,500	\$3,500	360	700	500
GAR Hall & Rotunda	\$5,000	\$7,000	\$2,500	\$3,500	250	550	300
GAR Rotunda (without the Hall)	\$2,500	\$4,000	\$1,250	\$2,000	80	200	150
Claudia Cassidy Theater	\$2,000	\$3,000	\$1,000	\$1,500	X	X	300
Sidney R. Yates Gallery	\$5,000	\$7,000	\$2,500	\$3,500	450	800	550
Millennium Park Room	\$1,200	\$1,200	\$500	\$500	80	100	100
5 <sup>th</sup> Floor Garland Room	\$1,000	\$1,000	\$500	\$500	100	140	140
5 <sup>th</sup> Floor Washington Room	\$1,000	\$1,000	\$500	\$500	80	100	100

*Fees are subject to change without prior notice. Demonstration of the qualification of non-profit status is to be provided by the client and is subject to approval by DCASE and/or MB Real Estate, Inc.*



## OPERATIONAL ITEMIZED FEES

Operational itemized fees are added to private event room rental rates to cover staffing and other requested event details. The estimated cost of the operational fees is based on a standard event of four hours. Costs will vary depending on needs of the client and the length of the event.

ADMINISTRATION FEES.....	\$250 ....	Covers event management, scheduling, site visits & administrative duties
BUILDING SECURITY .....	\$1,280 ..	Security to manage flow of building in lobbies and loading dock
CHICAGO POLICE OFFICERS .....	\$300 (per officer).	Required when alcohol is served at private events. Number of officers will depend on the guest count of the event.
CUSTODIAL SERVICES.....	\$880 ....	Custodians on-site before, during & after event for general cleaning services
PRODUCTION LABOR .....	\$720 ....	Staff to set-up and strike DCASE-owned equipment utilized for the event.
EQUIPMENT .....	\$200 ....	Includes standard equipment such as tables, chairs, stage decking, easels, etc.
AUDIO/VISUAL SERVICES.....		Ala Carte services and cost which will depend on the specific needs of the event and AV technicians required

## FREQUENTLY ASKED QUESTIONS

### **DO YOU HAVE PARKING FACILITIES?**

Clients are welcome to contract with a valet company or utilize one of the garages surrounding the building. The Chicago Cultural Center does not have any validation or discount agreements with those garages.

### **DO YOU HAVE IN-HOUSE CATERING?**

Please refer to the enclosed Recommended Catering List, which is inclusive of companies that carry the required license and are in the building often.

### **DO YOU HAVE A COAT CHECK ROOM?**

Although there isn't a designated coat check room, the Chicago Cultural Center owns coat racks and hangers. We are unable to provide coat check staffing, which can be outsourced through the caterer or on its own.

### **IS THE FACILITY HANDICAP ACCESSIBLE? DO YOU HAVE ADA RESTROOMS?**

The entire building is ADA Accessible with the ADA entrance ramp off the Randolph street side of the building. The interior of the facility is all ADA Accessible and there are ADA stalls in all public restrooms.

### **HOW LATE CAN MY EVENT GO? DO YOU HAVE OUTDOOR SPACE?**

Per City of Chicago policy, all events must have an end time of 12am. There is no outdoor space available.

### **WHAT IS REQUIRED TO BOOK THE SPACE?**

Once clients confirm, a contract will be issued. It should be signed within 30 days of receipt along with the deposit due to confirm the space.





**Fandl Photography**  
**Event Design by Kehoe Designs and Bliss Weddings & Events**

## RECOMMENDED CATERING LIST

The Chicago Cultural Center does not have in-house catering. Listed below are catering companies that have repeatedly and successfully worked at DCASE venues. These companies also carry the required license and insurance necessary to work at the Chicago Cultural Center. If clients would like to use a caterer not listed, the event staff will need to grant approval. Both DCASE and MB Real Estate, Inc. reserve the right to deny requests that do not fit with policies or procedures.

Company Name	Phone Number	Website Address
Blue Plate Catering	312.421.6666	<a href="http://www.blueplatechicago.com">www.blueplatechicago.com</a>
Calihan Catering	312.587.3553	<a href="http://www.calhancatering.com">www.calhancatering.com</a>
Cork Catering & Special Events	888.932.3233	<a href="http://www.corkcatering.com">www.corkcatering.com</a>
Entertaining Company	312.829.2800	<a href="http://www.entertainingcompany.com">www.entertainingcompany.com</a>
Food Evolution	847.678.3663	<a href="http://www.foodevolution.com">www.foodevolution.com</a>
Food For Thought	847.982.2608	<a href="http://www.fftchicagocatering.com">www.fftchicagocatering.com</a>
Hearty Boys	773.244.9866	<a href="http://www.heartyboys.com">www.heartyboys.com</a>
Inspired Catering & Events by Karen & Gina Stefani	312.226.7611	<a href="http://www.inspiredcateringandevents.com">www.inspiredcateringandevents.com</a>
Jewel Events Catering	312.829.3663	<a href="http://www.georgejewell.com">www.georgejewell.com</a>
J & L Catering	312.280.7900	<a href="http://www.jandlcatering.com">www.jandlcatering.com</a>
Limelight	773.883.3080	<a href="http://www.limelightcatering.com">www.limelightcatering.com</a>
Paramount Events	773.880.8044	<a href="http://www.paramounteventschicago.com">www.paramounteventschicago.com</a>





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